

STAT

ATTN : Assistant Director, OCR  
[Redacted] Area Records Officer  
CIA Records Administration Officer

Designation of OCR/LY as Office of Record for OO Information Reports

1. Information reports produced by Contact Division and Foreign Documents Division have been evaluated as permanent records of CIA by the National Archives and Records Service. The records control schedules of these Divisions provide for the permanent retention of a hard copy of each report as a record copy, and these are periodically retired to the Records Center.
2. A microfilm copy of these same reports is retained by OCR/LY and a duplicate copy is retired to the Records Center for permanent retention. A small percentage of non-microfilmable reports is retained in hard copy and these are retired to the Center.
3. Both OO/CD and OO/FDD are satisfied that the microfilm copies retired by OCR are adequate substitutes for the hard copies. They are now requesting revisions of their records control schedules that would permit destruction of Division hard copy files and designate the OCR microfilm copies as Agency record copies. This change would, of course, establish OCR/LY as the office of record for OO reports.
4. I am prepared to approve these revisions because they will eliminate duplication of holdings in the Records Center and release approximately 500 cubic feet of storage space. I'm attaching copies of the proposed schedule revisions, and would appreciate your concurrence in respect to the OCR/LY becoming the office of record for these reports.

[Redacted]

STAT

Concurrence:

Date

Proposed Revision of OO/CD and OO/FDD

Records Control Schedules

Description

Disposition Instructions

OO/CD

Item 38. Information Reports

Division reference copies of OO-B, OO-K and  
OO-T series (microfilm record copies of all  
CD/OO Reports are retained by OCR/Library).  
Filed by report number.

Temporary. Destroy when no  
longer needed for reference,  
except reports dated prior  
to Jan. 1, 1956

OO/FDD

Item 15. Information Reports

One copy of each information report  
. . . produced by the Division. These are  
maintained for convenience of reference.  
Filed by report number or by title and  
category.

a.

[redacted]  
[redacted] reports. Copies are  
available from CIA Library

Temporary. Destroy one year  
after publication. Official  
Agency record copy is on  
microfilm in OCR/Library  
(Excepted are all reports  
published prior to Jan 1, 1958).